



CITY OF ATLANTA

Job Announcement

CUSTOMER SERVICE REPRESENTATIVE, SENIOR (D)*

STARTING SALARY: \$25,943

Salary Grade: 9

Applications Accepted From: October 31, 2005 until November 4, 2005

Minimum Job Requirements

Applicants for this position must have a high school diploma or GED and two years of customer service experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. No substitution will be allowed for the high school diploma or GED.

Duties of the Job:

This employee provides customers with information regarding reports, services, and other pertinent information for the Atlanta Police Department. Duties include, but are not limited to investigating and resolving complaints; assisting customers; preparing reports and documents; and providing information.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The Examination for This Job Will Consist of an Evaluation of Applicant Training and Experience.

Applicants who meet the above requirements are placed on the eligible register in three categories: highly qualified, well qualified, and qualified.

*THERE IS A SALARY DIFFERENTIAL FOR SHIFT WORK. THIS POSITION MAY REQUIRE SHIFT WORK.

THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT MAY INCLUDE, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.